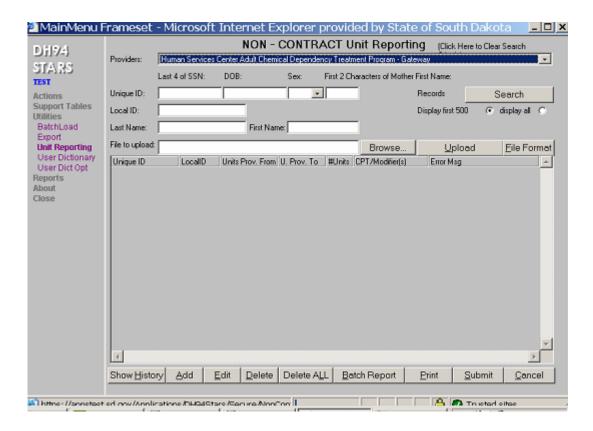
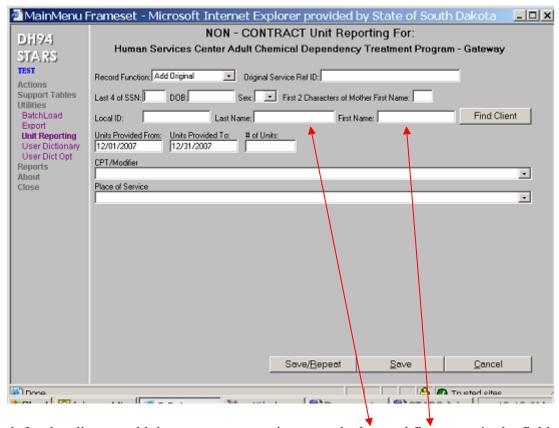
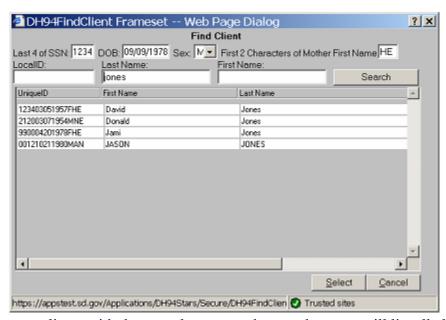
## NON-CONTRACT UNIT REPORTING



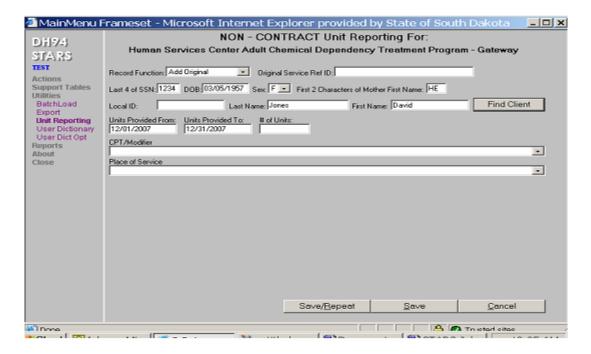
- 1. The non-contract unit reporting screen can be accessed under the Utilities menu titled "Unit Reporting".
- 2. Non-Contract units are considered units not billed to the Division of Alcohol & Drug Abuse or Department of Social Services Title XIX.
- 3. To add units, tab on the "Add" button on the bottom of the screen which will open up the Non-Contract Unit Reporting Detailed screen.



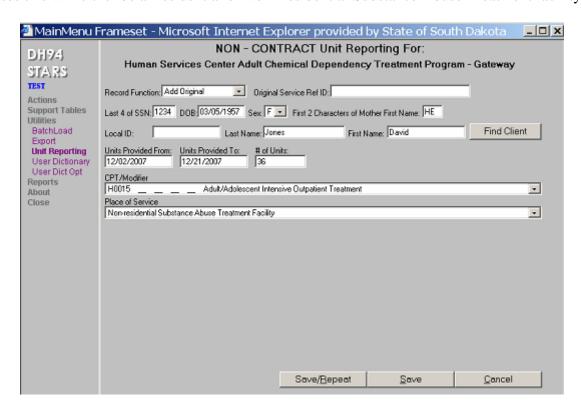
1. To search for the client to add the non-contract units, enter the last and first name in the fields above and click on "Find client"



2. If there are numerous clients with the same last name, the search screen will list all clients by this name and allow you to select the right client. Highlight the name and then click on the "Select" tab which will populate the unique ID fields in the Non Contract Screen.



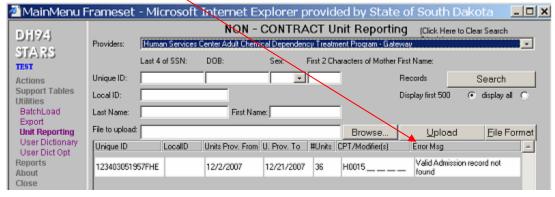
- 3. The "Units Provided From" and "Units Provided To" fields will default to the previous month's date beginning to end. Service Units can only be reported within the same months, so if a client received services in days in two different months, then each month would have to be reported separately.
- 4. The "Units" should be reported as follows: 1 Day = 1 unit and 1 Hour = 4 units. So if a client was in residential services from 12-2-07 to 12-21-07 this would equal 20 units or if you provided 9 hours of Intensive Outpatient services then this would equal 36 units.
- 5. The CPT/Modifier dropdown list will provide a list of service codes that will represent the unit category being reported. Select the appropriate code and it will populate this field. Only one code can be reported at a time.
- 6. The "Place of Service" drop down list will provide a list of locations the services were provided. In most cases this will either be a Residential or Non-Residential Substance Abuse Treatment facility.



7. If this is the only units that need to be reported, tab on the "Save" button and the units will now appear on the Non-Contract Unit Reporting Screen. However if you need to report additional units for this same client, tab on the "Save/Repeat" button and this will clear the date **from** and **to**, the **unit** field and **CPT** modifier where you can re-enter the information to match the units being reported for the second entry. 8. After the units are saved, they will appear on the Non-Contract Screen as seen below, but they still need to be submitted to the State.

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9. To submit the units tab on the "Submit" button at the bottom of the screen and this will complete the submission process to the State. However if there are errors in the reporting of units, the entry will reappear on the screen with an error message indicating what needs to be corrected as indicated in the below screen.



10. Once the error has been corrected, then re-submit the units once again.